



CALIFORNIA STATE TREASURER'S OFFICE

JOB OPPORTUNITY

CLASS:	Staff Services Analyst
TENURE:	Permanent
TIME BASE:	Full-Time
SALARY:	\$2632 - \$3201 Range A
	\$2850 - \$3465 Range B
	\$3418 - \$4155 Range C

DESCRIPTION OF DUTIES:

Under the supervision of the Director of Public Liaison, performs public relations, outreach and media related duties of average difficulty; assists with a wide variety of administrative tasks; researches and analyzes facts on which decisions or recommendations may be based; maintains the [Executive Office](#) database for public relations, outreach and media related activities. Duties include but are not limited to:

DESCRIPTION OF ESSENTIAL FUNCTIONS

- Researches and maintains the Executive Office database for public relations, outreach and media related activities and maintains familiarity with the full range of business/financial, civic, media and public interest affiliated organizations and individuals interacting with the State Treasurer's Office (STO).
- Assists with the planning, writing, editing, layout and production of press releases, press advisories, fact sheets, radio announcements, etc; disseminates information through major media channels; assists with arranging/coordinating press events activities for the State Treasurer and assists with researching issues related to the State Treasurer's speeches, meetings, public appearances, correspondence and publications.
- Assists the Director of Public Liaison and other Executive Office staff by maintaining the Executive Office Library, Speech Facts File, news clippings and other relevant information used in the development of publications, brochures, booklets, speeches and other informational material and prepares charts, graphs and other materials for press conferences, presentations and public events.
- Assists the Director of Public Liaison in his/her capacity as the public relations, outreach and media coordinator for the State Treasurer on issues ranging from bonds and the economy to new programs and initiatives; disseminates technical and other information to the public, media and other agencies.
- Assists in responding to constituent correspondence and requests for resolutions or other formal letters of commendation or recognition.

DESIRABLE QUALIFICATIONS:

- Ability to manage multiple projects simultaneously, including exercising judgment to prioritize competing demands.
- Ability to establish and maintain cooperative relationships with those contacted during the course of business.
- Ability to work under pressure.
- Ability to communicate effectively, both orally and in writing.
- Ability to recognize issues of political sensitivity and to use tact and discretion when discussing them.
- Ability to work with Microsoft Word, Excel and Access or similar applications.
- Professional demeanor and flexibility in the face of frequently changing circumstances.
- Good attendance.
- Neat personal appearance

CONDITIONS OF EMPLOYMENT:

Fingerprinting and a background check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as a Staff Services Analyst.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office, and Authorities and Commissions are encouraged to apply if interested in the position. ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E. LIST ELIGIBILITY AND SCORE, SROA, SURPLUS EMPLOYEE, ETC.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-120-5157-002" next to the classification on your application/resume, i.e., SSA (820-120-5157-002).

FINAL FILING DATE:

Applications will be accepted **until December 21, 2004**. Applications will be screened and only the most qualified will be interviewed.

SUBMIT APPLICATIONS TO:

Jacquie Hayes
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

Exec:ds
12/07/04